

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

**2010 CENSUS
EMPLOYMENT**

*Local Census Office Manager
(LCOM)*

*Columbia, Tennessee
28-09-D10-IRB-273*

Three Steps to Successfully Submit Your Application

Step 1: Prepare

Your application packet must contain the following:

1. A resume or completed Application for Federal Employment (OF612). Make sure that it reflects your professional and/or volunteer experience that is **RELEVANT** to the position for which you are applying. ([Application form OF612.pdf](#))
2. Declaration for Federal Employment Background Questionnaire ([Declaration OF306.pdf](#))
3. In the attached Recruiting Bulletin, there are 3 questions called Evaluation Criteria that you must address. Circle the appropriate letter, which reflects your experience, and write a description of your experience that supports the letter you circled.

Step 2: Review

1. Do you meet the experience and qualifications for the position?
2. Did you circle the appropriate letter, which reflects your experience level and answer all evaluation criteria questions?

Step 3: Submit

1. Submit your completed application packet to any of the following:
 - U.S. Census Bureau
Charlotte Regional Census Center
3701 Arco Corporate Drive
Suite 250
Attn: Human Resources
Charlotte, NC 28273-7007,
 - Your ELCO, or
 - Bring to your testing site
2. Application packets must be received by May 15, 2009

**Charlotte Regional Census Center
3701 Arco Corporate Drive, Suite 250
Attn: Human Resources
Charlotte, NC 28273-7007**



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
US Census Bureau
Recruiting Bulletin**

OPENING DATE: April 27, 2009 **RECRUITING BULLETIN NO:** 28-09-D10-IRB-273
LOCAL CENSUS OFFICE (LCO): Columbia, TN
CLOSING DATE: May 15, 2009

POSITION TITLE: Columbia, TN, Local Census Office Manager (LCOM)

PAY RATE: \$23.75 per hour **NUMBER OF VACANCIES:** One (1)

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

WHO MAY APPLY: All employees of an early opening Local Census Office residing in the following counties: Giles, Hickman, Lewis, Marshall, Maury and Lawrence

JOB DUTIES: Local Census Office Manager (LCOM)

Responsible for supervising and managing payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the Local Census Office, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the Local Census Office answering inquiries from the Office Operations Supervisor and providing guidance to Local Census Office employees.

QUALIFICATIONS and HOW TO APPLY: All applicants MUST:

- 1) **Take a written management test – Applicants must take and pass a written test for LCO management positions. Call the 2010 Census Job Line at 866-861-2010 during the open period of the recruiting bulletin and schedule a testing date and time. The Job Line will prompt you to provide your zip code then you will be connected to a Local Census Office. Be prepared to provide the Recruiting Bulletin Number(s), and position title(s) for the jobs(s) you are seeking.**
- 2) **Bring the following completed forms to the testing session for each position for which you are applying. (For example, if you are applying for 2 management positions, you must bring 2 copies of the OF-306, 2 resumes, and 2 copies of the Evaluation Criteria.)**

A. OF-306 form - Declaration of Federal Employment,

B. Your résumé or Optional Application for Federal Employment, the OF-612 form.

C. Completed Evaluation Criteria (See next page). Applicants must have at least the minimum experience in each of the three areas contained in the Evaluation Criteria. Your experience for all three Evaluation Criteria must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience and defend your selection as instructed. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

Bring A, B and C to your testing session or mail the materials to:

**Charlotte Regional Census Center
3701 Arco Corporate Drive, Suite 250
Attn: Human Resources
Charlotte, NC 28273**

Printed Name: _____ LCO: Columbia, TN

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A

COLUMN B

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

Applicants are also required to complete the following for each of your responses.

1. Indicate the employer from your attached resume or other application form that verifies the answer you selected. **AND**
2. Provide a written description of your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. DO NOT state "see resume." You must describe your answers in the space provided or on a continuation sheet.

1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards.
(Circle the appropriate letter.)

- a. As my primary responsibility, I have experience with **both** of the following:
 - (i) managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s);
 - (ii) managing employees who worked in multiple geographic locations **and**, ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- b. As my primary responsibility in a former position, I have experience with **both** of the following:
 - (i) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); **and**,
 - (ii) ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- c. I have experience with **both** of the following:
 - (i) managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s); **and**
 - (ii) ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

1. Employer's Name: _____

2. Write description of your experience that supports your answer.

DO NOT STATE – "SEE RESUME."

Additional employers may be listed as needed.

Printed Name: _____ LCO: _Columbia, TN

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A

COLUMN B

2. Please select the answer that best describes your experience effectively communicating organizational goals.

- a. I have experience **representing my organization** by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.
- b. I have experience **representing my organization** by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience **has not included** developing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations**. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.
- c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to **internal** customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

1. Employer's Name: _____

2. Write description of your experience that supports your answer.

DO NOT STATE – "SEE RESUME."

Additional employers may be listed as needed.

Printed Name: _____ LCO: _Columbia, TN

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A

COLUMN B

3. Please select the answer that best describes your experience with the administrative functions of an office.

- a. I have managed the administrative functions of an office of at least 50 employees. I have done all of the following: recruitment, selection, hiring, training, and disciplining subordinate staff.
- b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.
- c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

1. Employer's Name: _____

2. Write description of your experience that supports your answer.

DO NOT STATE – "SEE RESUME."

Additional employers may be listed as needed.

APPLICATION DEADLINE: Your testing appointment must be scheduled during the open period of the Recruiting Bulletin.

OTHER INFORMATION: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program. This means that your work schedule may be changed from full-time to part-time, or intermittent to accommodate fluctuating workloads. Payment of relocation expenses IS NOT authorized.

THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL
STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT
FACTOR.